



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Instructional Services Division of Special Programs Program for Exceptional Children Psychoeducational Center Network Unit	Application Number 82-68	
Application Number		Date Received MAR 22 1982	Date Completed APR 19 1982
2. Person to Contact Joan A. Jordan		Working Title Coordinator	Telephone Number 656-2427
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1971 Latest To Date		5. Records Series Title (followed by title used in office; if different) Psychoed Unit General Administrative Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Psychoeducational Center Network Unit allocates, distributes, monitors, approves and reviews the 24 psychoeducational center programs, proposals, budgets, and administers this program in accordance with the State Program Plan for Exceptional Children and all applicable federal/state statutes, rules, regulations and State Board of Education Policies.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Supervising and administration of the psychoed unit. Included are: Correspondence, memorandums, budget requests, and other documents relating to the operation of the psychoed centers, workshops, allotments, monitoring, residential placements, policies and procedures, etc.; copies of cooperative agreements, Georgia and other states' program guidelines; goals and objectives; other documents related to psychoed and LEAs not included in program files. Also included are reference copies of personnel records, leave records, travel expense statements, telephone logs, charts, and other documents related to day to day administration. File is arranged: chronologically by fiscal year; thereunder alphabetically by subject.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>partial in division office, each psycoed center, accounting.</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>*2</u> years. |
| c. Federal law | <u>5</u> years. | f. Federal retention instructions | <u>5</u> years. |
- *some may run up to three years

Attach copy or excerpt of laws or regulations. Explain administrative need.

P. L. 93-380, Section 510

P. L. 94-142 (5 years)

45 CFR 100b. 734

34 CFR 74. 21

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Weisman Culp</i>	<i>3/19/82</i>	<i>Walker L. Baumgardner</i>	<i>3-19-82</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Hunt</i>	<i>4-5-82</i>
		<i>Carroll Hunt</i>	<i>4-5-82</i>
		<i>Carroll Hunt</i>	<i>4-16-82</i>